

**U.S. Department of Commerce  
Office Safety Inspection Checklist for  
Supervisors and Program Managers**

<b>Name:</b>	<b>Division:</b>
<b>Location:</b>	<b>Date:</b>
<b>Signature:</b>	

This checklist is a shortened version of the CD-574 and is intended as a guide to assist supervisors and program managers in conducting follow-up safety and health inspections of their work areas. It is not as detailed as the CD-574, but is intended to cover the routine safety issues typically found in office environments. Questions which receive a "NO" answer require corrective action. If you have questions or need assistance with resolving any problems, please contact your safety office. More information on office safety is available through the Department of Commerce Safety Office website at <http://ohrm.doc.gov/safetyprogram/safety.htm>

Yes	No	N/A	Emergency Exits
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are exits kept free of obstructions or locking devices which could impede immediate escape?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are exits properly marked and illuminated?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?

**Work Environment**

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are all work areas clean, sanitary, and orderly?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are aisles and passages free of stored material that may present trip hazards?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are tile floors in places like kitchens and bathrooms free of water and slippery substances?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are carpet and throw rugs free of tears or trip hazards?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are file drawers kept closed when not in use?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are passenger and freight elevators inspected annually and are the inspection certificates available for review on-site?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are heating and air conditioning vents clear of obstructions?

**Ergonomics**

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are employees advised of proper lifting techniques?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are workstations configured to prevent common ergonomic problems?

**Emergency Information**

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are established emergency phone numbers posted where they can be readily found in case of an emergency?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are employees trained on emergency procedures?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are fire evacuation procedures/diagrams posted?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is a copy of the facility fire prevention and emergency action plan available on site?

**Fire Prevention**

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are portable fire extinguishers visually inspected monthly and serviced annually?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are areas around portable fire extinguishers free of obstructions and properly labeled ?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are fire alarm pull stations clearly marked and unobstructed?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are proper clearances maintained below sprinkler heads (i.e., 18" clear)?

**Electrical Systems**

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are all cord and cable connections intact and secure?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are electrical outlets free of overloads?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is the area around electrical panels and breakers free of obstructions?

